



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

August 29, 2007

To: School Administrator and Technology Director

From: Deborah S. Sutton  
Director of Instructional Technology

Subject: **District's education technology plan due for the 2008 state approval cycle**

### **District action required**

According to our records, your district's long-range technology plan expires June 30, 2008. This means the current plan must be updated, approved by the local school board, and approved by the Department by June 30, 2008. This letter and the enclosures detail the requirements and processes for submitting plans for state approval. Note that these materials, and other district planning resources, are available on Instructional Technology's Technology Planning website at: <http://dese.mo.gov/divimprove/insttech/techplan/index.htm>.

District technology plans are requisite for participation in the Missouri Technology Network Program (TNP) administered through MOREnet, the federal Title II.D Ed Tech grant programs, and the federal E-rate discount program. The Missouri Department of Elementary and Secondary Education is recognized as the approving entity for Missouri public school districts. State approval is effective for three years; therefore, plans submitted for approval in 2008 must address school years 2008-09, 2009-10 and 2010-11.

### **District plan requirements**

To be approvable, district plans must meet requirements established by the No Child Left Behind Act and the E-rate discount program. These requirements are posted on the Technology Planning website and are embedded in the district planning checklist and the score guide used by the Department to approve plans. It is important to point out that districts participating in the TNP must meet all the E-rate program requirements since MOREnet files a state E-rate application. As such, planners must carefully consider future E-rate related activities and expenditures.

### **Guidelines for submitting plans**

The deadline is April 15 to submit technology plans to the Department for approval. Two paper copies must be submitted. Submissions may be mailed, with a postage date of no later than April 15, 2008, or delivered to the Instructional Technology section – located on the 8<sup>th</sup> floor of the Jefferson Building, 205 Jefferson Street, Jefferson City – by 4:00 PM (CT) on April 15, 2008.

### **Technology plan writing**

Enclosed are copies of the 2008 Approval Cover Sheet to request state approval, the 2008 Plan Approval Checklist that lists plan requirements, and a sample of the electronic score sheet. District plans that follow the checklist and meet all the criteria items marked with an asterisk

should receive passing scores. Note that plans must be rated as “Met” or “Exemplary” in all nine areas.

*Aligning technology plan to CSIP and state technology plan*

As you are aware, education technology plans should address goals and objectives outlined in district comprehensive school improvement plans (CSIP). The Department is developing a new *electronic Plan and electronic Grants System (ePeGS)* that will help districts connect CSIPS to other plans, and connect planned strategies to grant program activities and expenditures. The ePlan component is scheduled to be implemented first, with the eGrant component added the following year. While the technology plans submitted in April 2008 need to be approved before ePeGS will be operational, districts are strongly encouraged to follow the ePeGS requirements as closely as possible.

The ePlan component will walk districts through the CSIP-development structure (MSIP Standard 8.2) and require districts to address five established goals. When entering plan information, districts will be able to link objectives, strategies, and action steps to other Department-required plans, as necessary and appropriate. For example, a strategy to increase student communication skills might fit under the district’s CSIP, Title I, and technology plans.

Following is a listing of the CSIP goals, with the corresponding Missouri Education Technology Strategic Plan (METSP) technology focus area (TFA). Note that examples of technology-related objectives that correspond to each CSIP goal – and cross-referenced to MSIP and METSP standards – are provided on the technology planning website:

<http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>.

ePeGS CSIP GOAL	METSP TFA
<b>Student Performance:</b> develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals	<b>Student Learning:</b> students will engage in technology enriched curricula which promotes inquiry-based, hands-on learning. Students take responsibility for their own education success.
<b>Highly Qualified Staff:</b> recruit, attract, develop, and retain highly qualified staff to carry out district/LEA vision, goals, and objectives.	<b>Teacher Preparation:</b> teachers will embrace effective techniques to integrate technology throughout the curricula for use by all students, and pursue life-long technology learning.
<b>Facilities, Support, and Instructional Resources:</b> provide and maintain appropriate instructional resources, support services, and functional and safe facilities.	<b>Resource Distribution:</b> resources to facilitate technology use will be equitably distributed and available to all students, teachers, staff, and administrators to promote academic achievement. <b>Technical Support:</b> technical support and instructional technology staff will be adequately funded and readily available to support all education and administration processes.
<b>Parent and Community Involvement:</b> promote and enhance parent, student, and community involvement in the district/LEA educational programs.	<b>Administration, Management &amp; Communication:</b> administration will provide foundational support for teacher integration of technology, appropriate and consistent funding for technology resources, professional-development opportunities, technology-derived data and research –based decisions, and enhanced communication systems supporting instructional and administrative processes.
<b>Governance:</b> govern the district/LEA in an efficient and effective manner, providing leadership and representation to benefit students, staff, and patrons.	<b>Administration, Management &amp; Communication</b> (see above)

✓ *Formatting the technology plan*

Technology plans submitted to the Department for approval must include a completed cover sheet, one- to three-page overview, table of contents, and footer with district identification (e.g., Adair Co. R-I Tech Plan 2007) and page numbers. Plans should be printed in dark ink on 8 ½ x 11 white or light-colored paper, and bound together with staples or binder clips. Do not enclose plans in binders or plastic covers and do not submit appendices or enclosures such as inventory lists, raw data, survey findings, and such that add unnecessary volume to the document.

✓ *District cover sheet*

The cover sheet for the technology plan is enclosed. Complete the top portion of the form and attach a completed copy to each of the two plans being submitted to the Department for approval. Note that the individual identified as the primary contact for the technology plan should be someone who is knowledgeable about the plan, capable of discussing issues that may need clarification, and available to be reached by telephone and/or email from April 15 through June 30. (Note that the cover sheet is also available as a downloadable document on the technology planning website at: <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>.)

✓ *Overview*

Introduce the district, its vision for technology use, and the planning process. The overview, not to exceed three pages in length, should provide general information about the district, the planning committee, and the process for updating the previous plan and creating the new plan. Draw connections between the previous plan (and its achievements and weaknesses) and the new plan.

✓ *Table of contents*

Provide a table of contents to direct readers to key information. Be sure to address and label each section accordingly.

✓ *Plan elements*

The core contents of the plan must address the five CSIP goals and five METSP TFAs and meet technology plan requirements established by No Child Left Behind and the E-rate. Note that the technology plan approval score guide addresses all necessary elements. For more information about what's required by NCLB and FCC, refer to the technology planning website.

Whether the district uses CSIP goals and objectives and cross-references those to the TFAs or vice versa – or whether the plan incorporates one overall action plan or has an action plan for each TFA – the heart of the plan must address how technology will be used to support student learning, teacher preparation, administration, resource distribution, and technical support.

Describe the process the technology committee used, and the data that were analyzed, to identify strengths and weaknesses, and develop goals and objectives. Develop at least one action plan that details the planned implementation strategies for meeting the goals and objectives, for the period of July 2008 through June 2011. Refer to the action plan suggested template (see website) for the types of information that must be included to meet E-rate and NCLB requirements and suggestions on how to format the information.

Note that it is imperative that action plans include both planned revenues (fund sources) and expenditures (estimated costs) related to attaining the plan's goals and objectives. At a minimum, budgetary information should be itemized under major headings or implementation strategies. This information should be as detailed and specific as possible for the 2008-09 school year and can be estimated for the following two years.

✓ *Plan evaluation*

The plan should discuss strategies for disseminating the plan to district employees and stakeholders. The plan must include an evaluation process that enables the district to monitor progress toward meeting the goals and make mid-course corrections in response to new developments and opportunities as they arise. Both formative and summative evaluation is implied. Formative evaluation will help determine how well the plan's strategies have been implemented. Monitoring and annual evaluation strategies facilitate mid-course changes and guide subsequent year's strategies and expenditures.

### **Technology plan review and approval process**

District technology plans will be reviewed by panels of readers in May 2008. These reviews will occur simultaneously at several sites across the state. Reviewers will include Missouri educators who agree to participate in the training workshop and complete the review of their assigned plans by the end of the day. (Those interested in volunteering to be a reviewer and/or hosting a review site are directed to the volunteer sign-up form posted on the Technology Planning website.)

Instructional Technology staff will identify the remote sites and a leader for each site. Plans will be distributed to review sites based on geographic area, so that a plan from the southwest, for example, is reviewed by readers from the northeast. Each plan will be reviewed by a reader who will read the paper copy of the plan, score it, and enter the scores and related comments on the electronic score guide. A plan that does not meet all sections of the score guide will be assigned to a second reviewer. Plans that pass a first or second review will be approved; plans that do not pass a second time will be referred to the Department for review and technical assistance.

Afterwards, Instructional Technology will process completed score guides, determine approval status, and notify districts of such status in mid-May. Districts with plans not approved will receive guidance on what is needed for approval and the timeline for submitting the needed revisions. **Plans must and will be approved by June 30, 2008**, in order for districts to participate in the FY08 Technology Network and E-Rate programs.

### **Contact information**

Copies of this letter and supporting documents are available on the district technology planning website at: <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>. Feel free to contact the Instructional Technology office (telephone 573-751-8247 or email [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov)) if you have any questions or need assistance regarding these matters.

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Enclosures